



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL EXAMINATION

SUPERVISING GOVERNMENTAL

AUDITOR I

POSITION DESCRIPTION

Under direction of the Deputy Director of Administration, to direct a small staff conducting audits of accounts and records of governmental jurisdictions requesting, expending, or accountable for State, Federal, and Medi-Cal funds either to determine jurisdiction's need of assistance and financial condition, or to verify proper reporting and the legality and propriety of expenditures; and to do other related work.

Positions exist with the California Department of Aging.

SALARY RANGE

\$4746 - \$5726

EXAMINATION DATES

Final Filing Date: **OCTOBER 1, 2004**

Interviews: Anticipated to be held in October or November, 2004

FILING INSTRUCTIONS

All applicants must submit an Examination Application, STD 678 no later than 5:00 p.m., OCTOBER 1, 2004. Examination applications postmarked, personally delivered, faxed, or received via inter-office mail after the final file date will not be accepted. Examination Application, STD 678 are available and must be filed in person or by mail with:

California Department of Aging
Attention: Human Resources Section
1600 K Street
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

PERSONS WITH DISABILITIES

If you need special testing arrangements and wish to participate in one of our testing services, programs, or activities, and require a specific accommodation, please complete box 2 and/or box 3 on page 1 of the "Examination Application (STD 678)." You will be contacted to make specific arrangements. If necessary, candidates may use the California Relay Service access number, TDD: 1-800-735-2929.

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the California Department of Aging by the final filing date in order to take this examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST
INFORMATION**

A Departmental promotional eligible list will be established for the California Department of Aging. Eligibility expires 12 months after it is established unless the needs of the services and conditions of CDA's list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date, October 1, 2004.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Pattern" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Note: All Examination Applications, STD 678s/resumes must include "To" and "From" employment dates (month/day/year) and time base.

**Minimum
Qualifications****Either I**

One year of experience in the California State service performing the duties of a professional accounting or auditing class equivalent in level to that of a Governmental Auditor III.

Or II

Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a crew engaged in conducting a variety of audits or financial examinations. **AND**

Education: Either

1. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or

2. Completion at a collegiate-grade residence institution of the equivalent of sixteen semester hours of professional accounting courses including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

SPECIAL REQUIREMENT: Ability to qualify for a fidelity bond.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifying appraisal interview that will include job-related questions and a structured exercise. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. It is anticipated that interviews will be held in October or November. **Candidates who do not appear for the interview will be disqualified.**

SCOPE**A. Knowledge of:**

1. General accounting and auditing principles and procedures;
2. Specialized auditing practices and procedures as used in auditing governmental jurisdictions;
3. Governmental accounting and budgeting;
4. Governmental Auditing Standards (GAS); Yellow Book, State Administrative Manual (SAM), and Generally Accepted Auditing Standards (GAAS);
5. Principles and techniques of personnel management and supervision;
6. Principles of public finance, business law;
7. A department's Equal Employment Opportunity objectives;
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

B. Ability to:

1. Apply general accounting and auditing principles and procedures;
2. Apply specialized auditing practices and procedures as used in auditing governmental jurisdictions;
3. Plan, organize, and direct the work of staff engaged in audits of accounts and records of governmental jurisdictions having programs financed by State appropriations, loans, grants-in-aid, or subventions;
4. Develop policies and procedure for the statewide auditing program;
5. Apply provisions of the law, legal opinions, and court decisions and departmental policies, rules, and regulations related to the work;
6. Analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action;
7. Prepare clear, complete, concise reports;
8. Establish and maintain cooperative relations with those contacted in the work;
9. Communicate effectively;
10. Effectively contribute to the department's Equal Employment Opportunity Program objectives.

CAREER CREDITS

Career credits do not apply.

**VETERANS'
PREFERENCE**

Veterans' preference credits are not granted in promotional examinations.

**INQUIRIES ABOUT
THIS EXAMINATION**

All inquiries about this examination should be directed to Ann Erickson at (916) 322-3218.

GENERAL INFORMATION

THE CALIFORNIA DEPARTMENT OF AGING (CDA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact The California Department of Aging, Human Resources Section, (916) 322-3218, two weeks after filing his/her application if he/she has not received a notice.

EXAMINATION APPLICATIONS (STD 678) are available at local office of the California Department of Aging, the State Personnel Board, and on the Internet at www.spb.ca.gov/jobsrd/cfm.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Final Rating Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination, including Government Code 18992. These rules may be reviewed at the CDA's Human Resources Section or at the Information Counter of the State Personnel Board.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Department of Aging does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Steve Abrams, ADA Coordinator for CDA, 1600 K Street, Sacramento, CA 95814, has been designated to coordinate and carry out this department's compliance with the nondiscrimination requirements of Title II of the American with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.